



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

Amended 3/27/74, #74-91 3128

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received DEC 8 1972	Application No. 425 Date Completed DEC 12 1972
3. AGENCY, Division, Subdivision & Administering Office Address Employees' Retirement System of Georgia 254 Washington St., SW, Room 592 Atlanta, Georgia 30334		4. Person to Contact W. L. Brown	
		5. Working Title Retire- ment Counselor	6. Tel. No. 656-2960
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.			
8. Earliest & Latest Dates of Series 1/1/50 - Present	9. Exact Series Title Public School Employees Retirement Membership Case Files		
10. What is the function of the office in which this record series is created?			

The function of this office is to administer a retirement system to provide retirement allowances and other benefits for employees of the State of Georgia and political sub-divisions thereof in accordance with the Act of February 3, 1949 (Acts, p. 138). The program is administered for (1) Employees of the State of Georgia, (2) Judges, (3) School Employees and are created as a result of (but not limited to) the following activities: establishing membership; receiving contributions from members and matching funds from State Agencies; investing funds received; handling withdrawals, retirements and death claims; and acting as a central office in State Government to collect, receive and disburse Social Security funds.

11. This file contains the following documents, (include form numbers and titles, if any, and file arrangement).
1. These documents relate to administration of the Employees' Retirement System of Georgia.
 2. Included are Case Files of Inactive, Refunded and Retired members of the Retirement System.
 3. The files are arranged by last 4 digits of Social Security Number.
- NOTE: Teachers Retirement System employees are excluded from this Retention Standard.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	20	30		4	12
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				This Year's	Last Year's
			AVERAGE DAILY REFERENCES	100	100
				Preceding Year's	All Prior Years

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published? ☐ [] ☒ [X]
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? ☒ [X] ☐ []
May constitute invasion of personal privacy.
17. Does the series initiate, amend or terminate agency policies and procedures? ☒ [X] ☐ []
18. Could the function be performed if the files were lost or destroyed? ☐ [] ☒ [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☒ [X] ☐ []
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [X] ☐ []

24. REQUIREMENTS. The following requires the files to be kept 50 years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Essential information about each member service credit & contribution.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ [] CALENDAR YEAR ☐ [] FISCAL YEAR ☒ [X] OTHER Each Even Fiscal Year, then:

- ☒ [X] Hold in the current files area month(s)/ 2 year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold year(s):
- ☐ [] Destroy.
- ☒ [X] Transfer to State Archives ~~for permanent retention~~, hold 48 years; then destroy.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>William M. Dixon</i>	<i>12-1-72</i>		
26. Recommendations Agency Head/Designee in paragraph 25 are:	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>William M. Dixon</i>	<i>12-1-72</i>
	State Auditor/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>William M. Dixon</i>	<i>12-11-72</i>
	Secretary of State/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Carroll Hart</i>	<i>12-8-72</i>
	Attorney General/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Robert Shell</i>	<i>12-12-72</i>

STATE RECORDS COMMITTEE

QUESTIONNAIRE:

23. (Yes) Some members will still have money on deposit, can regain State service.